

Community Pathways Waiver – **REVISED PROPOSAL Draft**

Service Type: Statutory Service

Service (Name):

Alternative Service Title: **EMPLOYMENT SERVICES**

HCBS Taxonomy:

Check as applicable

- ☐ Service is included in approved waiver. There is no change in service specifications.
- ☒ Service is included in approved waiver. The service specifications have been modified.
- ☐ Service is not included in the approved waiver.

Service Definition:

A. Employment Services provides the participant with includes a variety of flexible supports to help help an individual the participant to identify career and employment interest, find and keep a job, including:

1. Discovery – a process to assist the participant in finding out who they are, what they want to do, and what they have to offer;
2. Job Development – supports finding a job including customized employment and self-employment;
3. Ongoing Job Supports – various supports a participant may need to successfully maintain their job.
4. Follow Along Supports – periodic supports after a participant has transitioned into their job;
5. Self-Employment Development Supports – supports to assist a participant whose discovery activities and profile indicate a specific skill or interest that would benefit from resource ownership or small business operation; and
6. Co-Worker Employment Support -supports in a situation when an employer and/or individual have identified that an onsite job coach would not be optimal, yet the individual could still benefit from additional supports.

~~are a flexible customized employment process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on an individualized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer. Employment Services utilizes an individual approach to employment planning and job development.~~

- ~~1. Employment Services includes a variety of supports to help an individual identify career and employment interest, find and keep a job.~~

B. Discovery is a time limited comprehensive, person-centered, and community-based employment planning support service to assist the participant to identify the participant's abilities, conditions, and interests. Discovery includes:

1. A visit to a participant's home, a review of community employers, job trials, interest inventory, a profile and picture resume; and
2. The development of a better informed individual seeking competitive integrated employment to create a Discovery Profile.;
3. Discovery activities include a visit to an individual's home, a review of community employers, job trials, interest inventory, a profile and picture resume.
- 1-4. are a flexible customized employment process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on an individualized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer. Employment Services utilizes an individual approach to employment planning and job development.

C. Job Development is support for an individual a participant to obtain an individual job in a competitive integrated employment setting in the general workforce, including: customized employment or self-employment.;

- B. 1. Customized employment - a flexible process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on an individualized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer; and
2. Self-employment - including exploration of how a participant's interests, skills and abilities might be suited for the development of business ownership.

D. Intensive Initial Job Coaching Ongoing Job Supports -isinclude supports in learning and completing job tasks either when beginning a new job, after a promotion, or after a significant change in duties or circumstances and individualized supports a participant an individual may need to successfully maintain their job. Ongoing Job Supports include:

1. Job coaching (e.g. job tasks analysis and adaptations, self management strategies, natural and workplace supports facilitation, and fading assistance), needed to complete job tasks like setting up workstations;
 2. Strategies for taking notes; and
 3. Personal care assistance, behavioral supports, and delegated nursing tasks to support the employment activity.
- upport in in learning and completing job tasks for an individual either when beginning of a new job, after a promotion, or after a significant change in duties or circumstances in a competitive integrated employment setting in the general workforce, including customized employment and self-employment;
3. Supports should include the facilitation of natural supports in the work place and may include systematic instruction and other learning strategies based on the individual learning style and needs including learning to travel independently to the job. These supports may be ongoing and should be based on the support needs of the individual as identified in their Person Centered Plan.;

E. Follow Along supports On going Job Supports Follow Along Supports:

1. O-occurs after the individual-participant has transitioned into their job. -and Intensive Job Coaching supports have been faded.
2. These supports eEnsure that individualsthe participant hasve the supports-assistance necessary to maintain their jobs; and

1.3. Include at least two face to face contacts with the participant in the course of the month.

C.F. Self-Employment Development Supports are provided to assist an individual whose discovery activities and profile indicate a specific skill or interest that would benefit from resource ownership or small business operation; and includes assistance in the development of a business and marketing plan, including potential sources of business financing and other assistance in developing and launching a business

—G. Co-Worker Employment Supports are time-limited supports provided by fellow employees the employer to assist the participant, upon employment, with extended orientation and training beyond what is typically provided for an employee. in the development of positive work-related relationships, habits, attitudes, skills, and work etiquette directly related to their specific employment, as well as assisting the individual to become a part of the informal culture of the workplace.

SERVICE REQUIREMENTS:

A. Employment Services is considered one of DDA's employment services.

Discovery activities include a visit to an individual's home, a review of community employers, job trials, interest inventory, a profile and picture resume.

—Ongoing Job Supports include the facilitation of natural supports in the work place and may include systematic instruction and other learning strategies based on the individual learning style and needs including learning to travel independently to the job. These supports may be ongoing and should be based on the support needs of the individual as identified in their Person-Centered Plan.

—Ongoing Job Supports includes job coaching, personal care assistance, behavioral supports, and delegated nursing tasks to support the employment activity.

B.A. Personal care assistance, behavioral supports, and delegated nursing tasks may not comprise the entirety of the service.

C.B. Discovery activities shall be reimbursed based on the following milestones:

1. Milestone #1 - includes home visit, survey of the community near the individual's home, record reviews for pertinent job experience, education, and assessments.
2. Milestone #2 – includes observation of the job seeker in a skill identification through task trials, learning style and teaching mechanisms. A minimum of three (3) community-based situations in order to identify skills, interest, and learning style. job trials and community skills observation.
3. Milestone #3 – includes discovery profile, picture and/or written resume, and job development plan from discovery meeting.

C. Job Development is reimbursed based on a flat fee milestone for getting a job based on an hourly basis the following milestones:

—At the completion of 20 hours of documented Job Development Activities.
At the time of placement in a job.

- D. ~~Intensive Initial Job Coaching~~Ongoing Job Supports includes a “fading plan” that notes the anticipated number of support hours ~~of support to transition to Follow Along~~On-going Job S supports needed.
- E. ~~Follow Along~~On-going Job S supports~~Follow Along Supports include at least two face to face contacts with the individual in the course of the month, and is reimbursed as one monthly payment.-~~
- F. Self-Employment Development Supports shall be reimbursed based on one milestone for a business and marketing plan.
- ~~F.G.~~ Employment Services are provided by staff who has a DDA approved certification in employment.
- ~~G.H.~~ If an individual is~~Participants that are~~ promoted ~~and has~~with new job tasks or changes positions or circumstances, ~~they~~ can receive Intensive Initial Job Coaching services~~Ongoing Job Supports.~~
- ~~H.~~ Self-Employment Development s~~Supports for self employment may include:~~
- ~~1. Aid to the individual in identifying potential business opportunities;
Assistance in the development of a business plan, including potential sources of business financing and other assistance in including potential sources of business financing and other assistance in developing and launching a business;~~
 - ~~2. Identification of the supports that are necessary in order for the individual to operate the business; and~~
 - ~~3. Ongoing assistance, counseling and guidance once the business has been launched.~~
- I. Co-Worker Employment Supports are not intended to replace the support provider’s work, rather, it is an additional mentoring/support role for which coworkers could receive additional compensation above what they receive in the course of their typical job responsibilities. The payment of this compensation is at the discretion of the employer.
- ~~I.J.~~ An individual~~A participant’s~~ ~~P~~erson-~~C~~entered ~~p~~Plan may include a mix of employment and day services such as Day Habilitation, Community Development Services, Co-Worker Supports, and Transitional Employment provided at different times.
- ~~J.K.~~ Employment Services does not include:
- ~~1. Volunteering, apprenticeships, or internships unless it is part of the discovery process and time limited; and~~
 - ~~2. Payment for supervision, training, supports and adaptations typically available to other workers without disabilities filling similar positions.~~
- ~~K.L.~~ Medicaid funds may not be used to defray the expenses associated with starting up or operating a business.
- ~~L.M.~~ Under the historical traditional service model, t~~T~~ransportation to and from and within the day activities will be provided or arranged by the licensed provider and funded through the rate system. The licensee shall use the mode of transportation which achieves the least costly, and most appropriate, means of transportation for the individual with priority given to the use of public transportation when appropriate.

- ~~M. Employment Services also includes personal care to support the employment activity.~~
- ~~N. Employment Services may include professional services otherwise available under the individual's private health insurance (if applicable), the Medicaid State Plan, or through other resources.~~
- O. Division of Rehabilitation Services (DORS) service must be accessed first if the service the individual needs is provided and available by DORS and funding is authorized.
- P. Documentation must be maintained in the file of each individual participant receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).
- ~~Q. Payment is for co-workers of the person receiving DDA supports that have the potential to be natural, unpaid supports but may need to provide extra time and support at early or intermittent stages of the person's employment to help them adjust to the work environment and use appropriate social skills in the social and work culture of the specific work place.~~
- R. A relative (who is not a spouse or legally responsible person) of a participant in Self-Directed Services may be paid to provide this service, provided however, the DDA pre-approves such payment in accordance with the applicable requirements set forth in Section C-2.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

- A. Discovery services are limited to once every two years unless otherwise authorized by the DDA.
- B. Job Development services are limited to 90 hours unless otherwise authorized by the DDA.
- C. Job Development and Ongoing Job Supports Community Development Services are limited to 40 hours per week total and may not exceed a maximum of eight (8) hours per day including other Meaningful Day Services (e.g. Community Development Services, Transitional Employment Services, and Day Habilitation services).
- A-D. Co-Worker Employment Supports are limited to the first sixthree months of employment unless otherwise authorized by the DDA.

Service Delivery Method (check each that applies)

- ☒ Participant Directed as specified in Appendix E
- ☒ Provider Managed

Specify whether the service may be provided by (check all that applies):

- ☐ Legally Responsible Person
- ☒ Relative
- ☐ Legal Guardian

Provider Specifications: (Instructions list the following for each type of provider that can deliver the services):

Provider Category	Provider Type Title
<u>Individual</u>	<u>Individual – for participant self-directed services</u>

Agency	<u>Licensed-Approved</u> DDA Employment Service Provider
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Provider Category: Individual

Provider Type: Individual for participant self-directed services

Provider Qualifications License (specify):

License (specify):

Certificate (specify):

Other Standard (specify):

1. The following minimum standards are required:
 - a. Current first aid and CPR certification,
 - b. Successfully pass a criminal background investigation and any other required background checks and credential verifications as provided in Appendix C-2-1a., and
 - c. Staff must have DDA approved certification in employment.
2. Participants in self-directing services, as the employer, may require additional staffing requirements based on their preferences and level of needs such as training by individual/family on individual-specific information (including preferences, positive behavior supports, when needed, and disability-specific information).

Verification of Provider Qualifications Entity

Responsible for Verification:

- Fiscal Management Service providers for verification of participant specific qualifications

Frequency of Verification:

- Fiscal Management Services - prior to service delivery and annually

Provider Category: Agency

Provider Type: Licensed-Approved DDA Employment Service Provider

Provider Qualifications License (specify):

License (specify):

~~Licensed-DDA Employment Service Provider as per COMAR 10.22.02 and 10.22.XX~~

Certificate (specify):

Other Standard (specify):

Approved DDA Employment Service Provider and Approved Organized Health Care Delivery System as per COMAR Title 10 Chapter 22

Staff must have DDA approved certification in employment.

Personal Care staff must possess appropriate licenses/certifications as required by ~~law~~ regulations based on service provided and needs of the individual at time of service.

Verification of Provider Qualifications Entity

Responsible for Verification:

- DDA for license
- Provider for staff licenses, certifications, and training

Frequency of Verification:

- DDA – annual for license
- Provider – prior to service delivery